



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board November 21, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:02 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Chu, Hayes, Tracey, and Treasurer Hornung. Board Members Absent: Luzaich. Staff Present: Burns and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:**
MSC Carmichael/Tracey to approve the minutes of the October 17, 2017 meeting. Approved unanimously.
Board Member Hayes asked for the November special meeting minutes to be corrected to say that the Board approved up to \$40,000 for the replacement of the Senior Center multipurpose floor, not that they had approved \$40,000. **MSC Green/Tracey** to approve the November special meeting minutes with the correction provided by Board Member Hayes. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** **John Giuseponi** introduced himself and told the Board he was just there to observe the meeting.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – October 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for October 2017.
 - c. Discuss and Select Volunteer Recognition Party Date – The Senior Advisory Board discussed a possible date for the Volunteer Recognition party that would allow enough time for the construction of the Senior Center to be complete. **MSC Hayes/Chu** to hold the Volunteer Recognition party on Saturday, March 3, 2018. Approved unanimously.
8. **UNFINISHED BUSINESS:**
 - a. Update on Bocce Ball Court Construction – Director Burns told the Board that the

bocce ball court construction had been completed and the league was already utilizing it. **Board Member Chu** asked for a report on the final cost and warranty and Director Burns replied that they would provide that at the Board's next meeting.

- b. Update on Senior Center Restoration – Director Burns told the Board that the Senior Center restoration had already begun and was expected to be completed in early 2018. She added that insurance would be covering all of the cost, including the replacement of the flooring in the multi-purpose room. Director Burns also told the Board that the final determination of installing the lift to the stage was made and would be added to the reconstruction project.
- c. Update on the Senior Center Deck Replacement – Director Burns told the Board that the deck replacement work would be done simultaneously with the multi-purpose room reconstruction and should be completed about the same time.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** **Board Member Chu** asked if there was a copy of the Senior Advisory Board bylaws on the City website and Director Burns replied that yes there was but the City Attorney was currently reviewing updated bylaws for the board. They would be updated on the City website over the next few weeks.

Board Member Hayes suggested that when the Senior Center was ready to be reopened to send out a postcard mailer instead of using a phone tree.

MSC Green/Hayes to cancel the Senior Advisory Board's December meeting. Approved unanimously.

10. **ITEMS FROM STAFF:** Director Burns told the Board that the new Senior Center Recreation Coordinator had been selected and would be starting soon.

11. **ADJOURNMENT:** Vice Chair Green adjourned the meeting at 9:53 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
Community Services